

DEVELOPMENT SERVICES DEPARTMENT  
**Building Safety Division**



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## SIGN PERMIT APPLICATION

<p><b>Project Name:</b> _____</p> <p><b>Property Address:</b> _____</p> <p><b>Sq. Ft.:</b> _____ <b>Parcel #:</b> _____ <b>Lot#:</b> _____</p> <p><b>Project valuation:</b> _____ <b>City's valuation:</b> _____</p> <p><b>Property Owner:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Contact name for inspections:</b> _____</p> <p><b>Contact phone # for inspections:</b> _____</p> <p><b>Property Owner and Contact Person will be notified via email when comments/plans/permits are available for pickup.</b></p>	<p><b>Contact Person:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>Phone:</b> _____ <b>Fax:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Licensed Contractor:</b> <u>(Required prior to permit issuance!)</u></p> <p><b>Company Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>ROC License #:</b> _____ <b>Class:</b> _____</p> <p><b>AZ State Tax #:</b> _____ <b>Phone #:</b> _____</p> <p><b>Signature of Owner/Owner's Representative:</b> _____ <b>Date:</b> _____</p>
<p><b>ALL SUBMITTALS FOR THE ABOVE SHALL INCLUDE THE FOLLOWING:</b></p> <p><input type="checkbox"/> 1 completed Sign Permit Application</p> <p><input type="checkbox"/> 1 copy of all signs with Landlord Approval signature</p> <p><input type="checkbox"/> 2 copies of detailed plans including color elevations, sign dimensions, square footage of each sign, building frontage dimensions and sign attachment details</p>	<p><b>This application is hereby made for permission to the following (detailed description of work MUST be provided):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>PLEASE CHECK ALL APPLICABLE SIGN TYPES:</b></p> <p><input type="checkbox"/> Cabinet sign – illuminated</p> <p><input type="checkbox"/> Cabinet sign – non-illuminated</p> <p><input type="checkbox"/> LED sign</p> <p><input type="checkbox"/> Pan channel</p> <p><input type="checkbox"/> Pylon</p> <p><input type="checkbox"/> Header boards</p> <p><input type="checkbox"/> Monument sign</p> <p><input type="checkbox"/> Construction sign (&gt; than 6' in height or &gt;32 square feet)</p> <p><input type="checkbox"/> Future Development (&gt; than 6' in height or &gt;32 square feet)</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Fees:</b></p> <p><input type="checkbox"/> Permit and plan review fees based on valuation.</p> <p><input type="checkbox"/> Revisions: \$100.00 per hour <b>plus</b> the cost of any additional permit and plan review fees incurred by a change order that results in an adjusted valuation</p> <p><b>ALL plan review fees are due at the time the submittal is made.</b></p>

Date Filed: \_\_\_\_\_ Rcvd By: \_\_\_\_\_ Permit #: \_\_\_\_\_ Plan Review Fee Rcvd: \_\_\_\_\_